



Return to: David Huff
Traffic Education Programs
Office of Public Instruction
Denise Juneau, Superintendent
PO Box 202501
Helena, MT 59620-2501
www.opi.mt.gov

TE01 Application for Approval
Traffic Education Program for Young Novice Drivers
For _____ - _____ School Year
Including _____ Summer Program

DUE: OPI approval must be received before the traffic education program begins. When completed, signed and dated, return the original application to OPI. Keep a copy for your records.

ATTENTION: School districts must apply to the Superintendent of Public Instruction for approval of a Traffic Education Program for Student Drivers before the program begins in order to be eligible for state reimbursement (10.13.308 ARM) and to legally put student drivers behind-the-wheel (61-5-105 - 106 MCA)

District Superintendent's Name: _____
District Name: _____
School Name: _____
Mailing Address: _____
City: _____ ZIP: _____

- I. **TRAFFIC EDUCATION TEACHER:** The traffic education teacher must have approval as a traffic education teacher prior to the beginning date of the program in order for the district to be eligible for state reimbursement [10.13.308(3), 10.13.310, ARM]. Name(s) of teacher(s) to be used in the program: **(Please include their driver license number.)**

- II. **REQUIREMENTS:** School districts must provide programs that meet the requirements for an approved traffic education program set out in 10.13.307 - 313, ARM, to be eligible for reimbursement, and to legally put a student driver behind-the-wheel.

PROGRAM

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Consists of at least sixty (60) hours of instruction, six (6) of which must be driving | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Each student will receive instruction on at least 25 separate days | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The in-traffic behind-the-wheel will be conducted over no less than 6 days, which may count as part of the total 25 days | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. All students enrolled in the course will reach their 15th birthday within 6 months of course completion..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Each student will possess a proper license or permit to legally operate a vehicle on Montana roadways..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. All phases of the program will be taught integrated or concurrently. (Classroom and driving will be taught simultaneously.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The district traffic education course is based on a current curriculum guide approved by the Office of Public Instruction..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Students meet or exceed the identified objectives listed in OPI's current Traffic Education Curriculum Guide in order to be certified as successfully completing the program. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The program is scheduled so that a sufficient number of courses are provided to allow every eligible youth within the school geographic jurisdiction an equitable opportunity to enroll. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Participates in the Cooperative Driver Testing Program (CDTP) for driver licensing purposes. | <input type="checkbox"/> | <input type="checkbox"/> |

VEHICLES

- | | | |
|---|--------------------------|--------------------------|
| 11. Do you own your traffic education vehicle(s)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. If you answered "no" to number 10, does the district use the "School/Dealer Vehicle Use Agreement," or its equivalent, when a loan vehicle is obtained via a vehicle dealer?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. The vehicle will be properly licensed. | <input type="checkbox"/> | <input type="checkbox"/> |
| properly insured to provide adequate protection for all concerned..... | <input type="checkbox"/> | <input type="checkbox"/> |
| used exclusively for traffic education. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Vehicles will be equipped with a dual-control brake, two exterior mirrors, a first aid kit, flares or reflectors, a fire extinguisher, and an accident report form. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. The vehicle will be properly identified from the rear of the vehicle with an appropriate sign | <input type="checkbox"/> | <input type="checkbox"/> |

ORGANIZATION

16. Indicate the start and completion dates for each program you conduct: **(must be scheduled so each student receives instruction on at least 25 days.)**
- | | |
|---|---|
| <input type="checkbox"/> First semester: Start date _____ Compl date _____ | <input type="checkbox"/> First semester: Start date _____ Compl date _____ |
| <input type="checkbox"/> Second semester: Start date _____ Compl date _____ | <input type="checkbox"/> Second semester: Start date _____ Compl date _____ |
| <input type="checkbox"/> Summer: Start date _____ Compl date _____ | <input type="checkbox"/> Summer: Start date _____ Compl date _____ |
17. Indicate when the following will be taught:
- | |
|--|
| Classroom: <input type="checkbox"/> During school hours <input type="checkbox"/> After school <input type="checkbox"/> Summer |
| Behind-the-Wheel: <input type="checkbox"/> During school hours <input type="checkbox"/> After school <input type="checkbox"/> Summer |
| Other: <input type="checkbox"/> During school hours <input type="checkbox"/> After school <input type="checkbox"/> Summer |
18. Indicate the **number of hours** of instruction given each student for each of the following: (must total 60 hours, 6 of which must be BTW)
- Classroom: _____ Observation: _____ Behind-the-Wheel (BTW): _____ Simulation: _____ Other: _____ **TOTAL HOURS:** _____
19. **DAYS** _____ Indicate the **number of days** of instruction each student will receive. **BTW can count as part 25 day minimum if scheduled on separate days.**
20. Indicate approximate 9th grade population _____ 21. How many students do you expect to enroll over application period? _____

CERTIFICATION

I certify that the school district Traffic Education Program for young novice drivers will be established and maintained in accordance with the current standards outlined by the Office of Public Instruction; rules 10.13.301-313, ARM; and Sections 20-7-501-507, MCA; and **that all eligible youth in the geographic boundaries of the district will have an equitable opportunity to enroll.**

Signature, District Administrative Official

Date

Daytime Phone

OPI USE ONLY

- ☐ Approved as noted:
☐ Not approved as noted:

Signature, Director, Traffic Education Program

Date